

**IT Professional Technical Services
Master Contract Statement of Work
Staff Augmentation for Technology Services**

Project Title: MNLARS Project

Project Skill Categories: Architecture Planning & Assessments – Technical (2),
Project Managers (3)

Issued By

Minnesota Department of Public Safety

Office of Technology & Support Services (OTSS) and Driver and Vehicle Services (DVS)

Project Overview

Through this Statement of Work (SOW), the Minnesota Department of Public Safety (DPS) is in need of five individuals to provide the Minnesota License and Registration System (MNLARS) project with staff augmentation for the following skill sets:

- Project Manager – Business and Data Analysis (staff augmentation position)
- Architectural Planning & Assessment – Technical (Applications Systems Architect) (staff augmentation position)
- Architectural Planning & Assessment – Technical – Identity Access Management (IAM) Systems Architect (staff augmentation position)
- Project Manager - Project Management Office, (PMO) position (staff augmentation position)
- Project Manager – Information Technology Infrastructure Library (ITIL) position (staff augmentation position)

The scope of this work for the MNLARS project encompasses the update, redesign and implementation of the Minnesota Driver's License and Motor Vehicle Registration computing systems. This work will include, but is not limited to, all associated Driver and Vehicle Systems, including any associated subsystems.

The staff augmentation positions outlined here are needed to assist MNLARS project staff for the associated efforts to optimize and/or reengineer processes and implement the updated requirements for an electronic-based group/family of applications required to perform the increased number of automated functions mandated by federal and state legislation. All persons selected through this Statement of Work process are required to work on site at the department's office located at 444 Cedar Street, Suite 140, St. Paul, Minnesota, for security reasons.

It is the intent of DPS to award contracts under the existing Minnesota Office of Enterprise Technology, IT Professional Technical Services Master Contract 502TS. Services for the MNLARS Project are anticipated to be needed from approximately June 28, 2009 through March 14, 2010. However, individuals' selected from this SOW for MNLARS Staff Augmentation, services may not be required until July 1, 2009. Contracts awarded by DPS

with services to be performed with an *Effective Date of July 1, 2009*; will be performed under the terms and conditions and rates specified in the Minnesota Office of Enterprise Technology, IT Professional Technical Services Master Contract 902TS. It is possible that work could be extended after the specified contract period, if funding is available and additional work is needed for the MNLARS Project. DPS will retain the option to extend the contract(s) with the selected contractors, with the applicable contractor's and individuals consent, for up to four additional one-year periods, not to exceed a total of five years. The value of the contract(s) for subsequent years will be at the rate agreed to in the Minnesota Office of Enterprise Technology's IT Master Contract 902TS or at an agreed upon rate that is reflective to the current economy and approved by the Minnesota Department of Administration and the Minnesota Office of Enterprise Technology. DPS reserves the right to award separate contracts for each staff augmentation position, if needed.

Goal

The goal of the Minnesota Licensing and Registration System (MNLARS) project is to improve system operability, stability, record keeping, security, and customer service for the State of Minnesota driver's license and motor vehicle registration systems.

Included in this work will be:

- Updating interfaces with other state and federal entities, DVS remote locations, subcontractors, law enforcement and the public
- Improving and updating methods of operation when necessary
- Adding additional data to current driver's license and motor vehicle records that will be able to be recorded and retrieved electronically upon demand

The results of these systems operations will be the federally mandated automatic electronic operation of driver's license and motor vehicle record checks for all official DVS sites, the legal operation of all required DVS functions in the State of Minnesota, and the transmission of data to and from law enforcement, federal agencies, and other states. These functions must be able to be performed in an electronic manner and be verifiable and updated, as required by state and federal legislation and mandates.

Sample Tasks

The contractors' staff (contractors) selected and assigned by the MNLARS Project Director for this project will augment existing MNLARS staff that is assigned, and consult on MNLARS projects as directed.

The contractor(s) will interface with the MNLARS staff to work on integrated projects to make modifications and enhancements to existing DVS systems and implement new DVS systems that conform to the overall MNLARS goals. The MNLARS architecture will be consistent with the State of Minnesota Enterprise Technical Architecture available on website:

http://www.state.mn.us/mn/externalDocs/OET/Minnesota_Enterprise_Technical_Architecture_201_051_906123444_Enterprise%20Technical%20Architecture%20%202%2001.pdf , the Minnesota

Department of Public Safety's Security Architecture, attached to this SOW, and with the Minnesota Office of Enterprise Technology's Minnesota Electronic and Information Technology

Accessibility guidelines, when applicable, available on the Minnesota Office of Enterprise Technology's website: <http://www.state.mn.us/portal/mn/jsp/content.do?id=-536891917&subchannel=null&sc2=null&sc3=null&contentid=536880882&contenttype=EDITORIAL&programid=536911233&agency=OETweb>

The contractor(s) selected from this SOW will augment existing MNLARS staff to analyze, model, document business process, gather requirements, develop, test, implement and support applications as defined by the MNLARS design teams and requested by the MNLARS project manager or MNLARS project management team; which may include the Tasks/Deliverables described below:

The individual(s) selected for this project must first pass a full criminal background check, including fingerprints, conducted by the Bureau of Criminal Apprehension (BCA), and DPS reserves the right to decline any contractor's staff accordingly. Qualified individuals selected from this SOW process by the MNLARS project team will be required to complete and submit the Background Investigation forms to DPS within a designated time period; DPS will provide the Background Investigation forms to the individual should the individual be selected by the MNLARS project team, to advance in the selection process.

Overviews of MNLARS staff augmentation position's role, responsibilities and tasks assigned for the five positions are as follows:

- Project Manager – Business and Data Analysis

The project manager selected from this IT Professional Technical Services Master Contract staff augmentation process will primarily work on project management tasks, related to business and data analysis. He/she will work with the MNLARS technical staff and will lead/support the analysis and definition of business processes, complete systems functional analysis, business process and data modeling, determine options and develop and make recommendations for solutions. Responsibilities of the position will also include solutions analysis and functional specifications, project plan development, leadership and management, technical documentation, system functionality reviews with business division stakeholders and application end users, functional testing, implementation and post-implementation support.

- Architectural Planning & Assessment – Technical (Applications Systems Architect)

The technical architect for planning and assessment selected from this IT Professional Technical Services Master Contract staff augmentation process will work with MNLARS business and technical staff to produce detailed software and architecture requirements & models, provide planning, analysis of data and functions, technical support, implementation and consulting support in the development of distributed and network applications and include providing direct assistance and technical support to other MNLARS technical staff.

- Architectural Planning & Assessment – Technical (IAM Systems Architect)

The technical architect for planning and assessment selected from this IT Professional Technical Services Master Contract staff augmentation process will work with MNLARS business and

technical staff to produce detailed software and architecture requirements & models, provide planning, analysis of data and functions, technical support, implementation and consulting support in the development of distributed and network applications and include providing direct assistance and technical support to other MNLARS technical staff. In addition, this person will define a business and technical architecture for the implementation of an Identity Access Management (IAM) System.

- Project Manager - (PMO position)

The project manager in charge of establishment of the Project Management Office (PMO) for the MNLARS project at DPS will produce analysis, create a PMO definition for MNLARS, plan and implement the products and services for MNLARS usage, along with training of staff and mentoring others in PMO activities. Responsibilities of this position will also include being an advocate for PMO communication with other DPS divisions through education and marketing of the PMO concept benefits and strategies, to help create success from attainment of measured results.

- Project Manager – (ITIL position)

The project manager for ITIL business processes will assist the MNLARS project team to realize the improvement in value through the processes, organization and technology deployments related to the ITIL concepts and practices. Strong communication skills will be required to guide the MNLARS team to develop a comprehensive strategy, provide guidelines for process development, handle change management, and encourage the benefits of a strong customer service focus. This project manager position will work to transition the MNLARS system and associated MNLARS system processes to the overall DPS organization for on-going operational support.

Tasks/Deliverables to be provided by the Contractor will include but are not limited to the following:

- The MNLARS project will have a Project Plan and follow best practices for each type of work effort. Deliverables for the five MNLARS staff augmentation positions include but will not be limited to:

The Project Manager - (Business and Data Analysis position) will:

- Create, manage, maintain and report the status of project schedules, dependencies, resource allocations and accomplishments to the MNLARS Project Director
- Create business artifacts using official MNLARS documentation standards
- Assist in identifying and addressing issues and resolutions, communication needs and other project management best practices

- Work with MNLARS Project Director, MNLARS IT staff and MNLARS business managers to identify options, risks, dependencies, and schedules
- Manage the schedule of deliverables, review them and report about them on a scheduled basis
- Identify issues related to MNLARS business end user support
- Analyze and aid in resolving potential integration problems and assist MNLARS with resolution of technology issues
- Work with MNLARS identified system architects, other project managers, database developers and business representatives and other department stakeholders to develop and manage requirements in order to identify and resolve gaps in plans and schedules
- Participate in development and status meetings as necessary and requested by MNLARS
- Write and execute test cases for changes or existing functionality, as needed and requested by MNLARS staff
- Provide regular status updates to the MNLARS Project Director
- Document in detail current DVS business processes and define functional requirements as needed and requested by MNLARS project director/management
- Document existing functionality and data processes with proficient modeling where such documentation does not exist, as needed and requested for the MNLARS project
- Be proactive and propose solutions to DPS technical team as needed and within the scope of the project
- Use Root Cause Analysis to discover and correct any operating anomalies in program code
- Use qualified test methods and justify the adoption and usage of such test methods to MNLARS and DPS management
- Perform other duties assigned consistent with the MNLARS project

The Architectural Planning & Assessment – Technical (Applications Systems Architect) will:

- Take direction from the State's Senior Technical Architect for the MNLARS project
- Produce detailed software models and architecture models for MNLARS using design modeling methodology approved by the State to define MNLARS architectural requirements
- Analyze existing data and functions, and create models of existing systems, business rules and processes, models to be approved by MNLARS management
- Provide planning, analysis, technical support, implementation and consulting support in the development of distributed system applications

- Establish standards for MNLARS systems architecture so that databases and information technologies, structures and protocols remain reliable, available, secure, and meet the needs of the customer by defining specifications and guidelines for database design and development, naming and addressing, performance evaluation, and DPS security practices
- Develop strategic and long-range enterprise information system architecture plans so that MNLARS is able to develop and maintain interoperability with other systems and databases
- Provide architectural expertise and leadership for the infrastructure team
- Provide direct assistance and technical support to other MNLARS technical staff
- Play a leadership role in analysis of application problems
- Remain abreast of data processing technology, department policy, federal policy, and state policy, so that the most current information procedures and techniques are utilized
- Participate in research and related activities for the MNLARS project
- Perform other duties assigned consistent with the MNLARS project

The Architectural Planning & Assessment – Technical (IAM Systems Architect) will:

- Take direction from the State's Senior Technical Architect for the MNLARS project
- Define a business and technical architecture for the implementation of an Identity Access Management (IAM) System.
- Produce detailed software models and architecture models for MNLARS using design modeling methodology approved by the State to define MNLARS architectural requirements
- Analyze existing data and functions, and create models of existing systems, business rules and processes, models to be approved by MNLARS management
- Provide planning, analysis, technical support, implementation and consulting support in the development of distributed system applications
- Establish standards for MNLARS systems architecture so that databases and information technologies, structures and protocols remain reliable, available, secure, and meet the needs of the customer by defining specifications and guidelines for database design and development, naming and addressing, performance evaluation, and DPS security practices
- Develop strategic and long-range enterprise information system architecture plans so that MNLARS is able to develop and maintain interoperability with other systems and databases
- Provide architectural expertise and leadership for the infrastructure team

- Provide direct assistance and technical support to other MNLARS technical staff
- Play a leadership role in analysis of application problems
- Remain abreast of data processing technology, department policy, federal policy, and state policy, so that the most current information procedures and techniques are utilized
- Participate in research and related activities for the MNLARS project
- Perform other duties assigned consistent with the MNLARS project

The Project Manager – (PMO position) will:

- Have experience with PMO Definition creation
- Create a PMO definition for MNLARS
- Train staff in approved State of Minnesota methodology
- Mentor others in PMO activities
- Advocate for PMO communication with other DPS divisions through education and marketing of the PMO concept benefits and strategies, to help create the satisfaction of achievement from attainment of measured results
- Possess a client focus strategy for superior customer service
- Plan and implement products/services produced as a result of PMO – Strategy, alignment with DPS goals, standards, integrated applications and services
- Have experience with establishment of a PMO – benefits of structure, guidelines, communication, change management
- Report the large view of projects overall for state authorities via metrics and environment
- Perform other duties assigned consistent with the MNLARS project

The Project Manager – (ITIL position) will:

- Assist MNLARS in realizing value from their IT investments according to ITIL standards, through the improvement of their IT management infrastructure including business processes, organization & technology deployments
- Provide thorough leadership and industry intellectual capital to the team and to the client regarding ITIL practices

- Demonstrate project and/or program management success of leading teams toward accomplishment of measured results
- Develop processes to manage IT investments, measure IT effectiveness and increase customer satisfaction
- Work with clients to gain consensus and implement the business processes in their environment
- Participate in related systems development efforts as needed to provide input and contribute to a comprehensive development strategy
- Possess strong verbal, written and interpersonal communication skills
- Be comfortable working as a part of a team or independently
- Have the ability to solve complex analytical challenges, independently analyze information; and make recommendations based on analysis
- Possess proven collaborative skills in reaching a team approach to accomplishing work
- Possess ability to organize and prioritize multiple tasks and meet deadlines
- Maintain update on industry best practices by participating in educational opportunities, reading professional publications, maintaining professional networks, participating in professional organizations, and conduct research
- Focus on driving frequent and measurable benefits to the client organization
- Have proven ability to work in a customer service oriented organization
- Possess strong business cultural change and stakeholder management skills
- Be knowledgeable in change/release management
- Perform other duties assigned consistent with the MNLARS project

The five individuals selected for this project will work closely with MNLARS technical staff and other Department of Public Safety personnel.

All aspects of this work must be provided in compliance with the Minnesota Department of Public Safety's Security Architecture, attached to this Statement of Work, and all contract deliverables must be in compliance with the State of Minnesota Technical Architecture available on website

(http://www.state.mn.us/mn/externalDocs/OT_EA_PDF_04262002_EWTA%201.1.pdf).

This Statement of Work does not obligate the state to award a contract or complete work on the project, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest.

Questions

Questions regarding this Statement of Work should be emailed directly to Christine Larson at the e-mail address provided below. Questions should be received by Christine Larson no later than 2:00 p.m. Central Daylight Time on June 3, 2009. Questions received after this time may not receive responses. Questions and answers are anticipated to be posted on the Office of Enterprise Technology's web site by the end of the business day on June 10, 2009 (www.ot.state.mn.us).

Name Christine Larson
E-Mail Address Christine.Larson@state.mn.us

Other personnel are **NOT** authorized to discuss this SOW with responders, before the proposal submission deadline. Contact regarding this Statement of Work with any personnel not listed above could result in disqualification.

Response Requirements

Three copies of the technical and cost proposals, at least one of each which is suitable for photocopying (unbound) are required.

A technical proposal is required for each individual **position** applied for, and consists of three copies of the following:

- A one page overview which states the position applied for, the person's name and detail regarding the person's qualifications and experience to perform the work., one copy must be signed in ink by an authorized representative of the company submitting the proposal
- The individual's resume, with a page including three references attached

Cost proposal, three copies, which states the hourly rate for all individuals submitted within the proposal response, which is signed by an authorized officer of the respondent's company, and at least one cost proposal must be signed in ink.

There must be complete data for the company submitting the proposal response, including the name, address, telephone number of the company, and e-mail address of the authorized person in the company, who can be contacted for questions or interviews.

The technical portions of respondent's proposal (overview, resume, references and hourly rate costs for each position and person) must also be provided in electronic submission on a Microsoft Windows readable CD-ROM media and in an Adobe Acrobat PDF or Microsoft Word (version 98, 2000, or 2002 compatible) format. **Cost proposal is to be sealed in a separate envelope labeled "Cost Proposal" and included with the proposal.** Late submissions will not be considered. All costs incurred in responding to this Statement of Work will be borne by the responder. Facsimile transmissions will not be evaluated, and e-mail responses will not be evaluated alone without signed original hardcopy of the respondent's technical proposal and cost proposal. Prices and terms of the proposal as stated must be valid for the length of the contract work order. Proposals to the OTSS office must be received by Christine Larson by the date and time indicated below.

Respondents must also complete, sign and provide the following documents with their proposal:

- Complete and submit the Location of Service Disclosure Form, which is attached to this Statement of Work along with your proposal.
- Complete and submit Certification Regarding Lobbying, Affirmative Action Data Page, and Affidavit of Non-collusion with your proposal. Forms are attached to this Statement of Work.
- **Signed written cost proposal is required and is to be sealed in a separate envelope labeled “Cost Proposal” and included with your written technical proposal for this project.**

Through this Statement of Work, OTSS is searching for five individuals to work with DPS staff on site at the department’s central office located at 444 Cedar Street, St. Paul, Minnesota. OTSS therefore reserves the right to award multiple contract work orders, if needed.

Proposals must be received by Christine Larson no later than 2:00 p.m. Central Daylight Time on June 15, 2009 at the following location address:

Christine Larson
Minnesota Department of Public Safety
Office of Technical Support Services
444 Cedar Street, Suite 140
St. Paul, MN 55104-5140

It is anticipated that the evaluation of the responses to the Statement of Work, pre-qualification selection of individuals for staff augmentation position, and interview process will be conducted on June 22, 2009 through June 26, 2009. Successful respondents will be notified via e-mail.

Proposal Content

The following will be considered to meet the qualifications. Respondents must have the minimal requirements; preference may be given to those that have both the minimal and the additional desired skills.

Respondents to this Statement of Work must provide resumes of individuals they would assign to this project for each skill category and individuals must have the following minimum skills and experience:

Minimum:

Project Manager – (Business and Data Analysis)

1. Ten or more years experience with complex projects involving mainframe and distributed applications
2. Three to five years experience in business process redesign-associated projects
3. Excellent written and verbal communication skills
4. Excellent interpersonal skills and ability to interact with both technical and business staff and managers
5. Strong planning and organizational skills
6. Solid computer skills with Microsoft applications (MS Project, Word, Excel, PowerPoint, and Visio preferred)
7. Experience with state and/or local government

Desired skills:

8. Knowledge of and experience with Dept. of Public Safety systems
9. IT and/or Business Management-related degree or other advanced degree preferred
10. PMP (Project Management Professional Certification)
11. Ten or more years experience as an IT project manager in a public sector organization

Architectural Planning & Assessment – Technical (Applications Systems Architect)

1. Minimum of 5-7 years of demonstrable experience required
2. Skills in JAVA, .NET, ASP and SharePoint
3. Strong relational database design experience
4. Strong experience with migration and version control systems
5. Strong experience with web-based development and support
6. Strong experience defining technical infrastructures (understanding how hardware, software, networks, servers, security and middleware all fit together)
7. Ability to collaborate and support standardization efforts within the DPS and the State of Minnesota systems
8. Experience with state and/or local government

Desired skills:

9. Knowledge of and experience with Dept. of Public Safety systems

Architectural Planning & Assessment – Technical (IAM Systems Architect)

1. Minimum of 5-7 years of demonstrable experience required
2. Skills in .NET and ASP
3. Strong relational database design experience
4. Strong experience with web-based development and support
5. Experience defining the technical and business architecture for an enterprise IAM solution
6. Ability to collaborate and support standardization efforts within the DPS and the State of Minnesota systems
7. Experience with state and/or local government

Desired skills:

8. Knowledge of and experience with Dept. of Public Safety systems

Project Manager- (ITIL position)

1. Minimum of 5-7 years of demonstrable experience in developing/documenting business processes, writing business/project plans, technical documents, presentations and proposals required
2. Extensive experience in the ITIL Business Process. The candidate should have experience in working with structured Standard Operating Procedures, system development methodologies, in addition to, Service Delivery and Service Support expertise
3. Must have project oriented background with the ability to recognize and use best practices as part of the overall Service Management process
4. Expert knowledge of and experience in Change and Release Management
5. Expertise in Incident and Problem Management
6. Demonstrates awareness of the business priorities, objectives and business owners
7. Advanced customer service skills and orientation
8. Uses, understands and interprets the best practice, policies and procedures to ensure adherence

Desired skills:

9. Knowledge of Dept. of Public Safety systems and IT processes and practices
10. Bachelor's degree in Information Technology, Computer Science, Business Management or related field

Project Manager – (PMO position)

1. Minimum of 3 – 5 years project management office experience
2. Excellent written and verbal communication skills
3. Ability to lead but also work collaboratively and cohesively in a team environment
4. Strong planning and organizational skills
5. Meeting facilitation experience
6. Solid computer skills with Microsoft applications (Word, Excel, PowerPoint, and Visio preferred)
7. Experience training and mentoring others
8. Experience in large systems in state government
9. Possess a client focus strategy for superior customer service

Desired skills:

10. Knowledge of Dept. of Public Safety systems and IT processes and practices
11. BA or BS degree -- in information management, marketing, business, economics, operations management, international relations, project management or related field

Desired skills for all staff augmentation resource types:

1. Strong customer service focus and experience
2. Ability to manage a large workload and adapt to reprioritization as necessary
3. Ability to effectively present information and recommendations to management
4. Ability to read, analyze and interpret complex documents with the ability to write using original or innovative techniques or style
5. Experience working with both developers and end users
6. Ability to work efficiently and effectively alone as well as with a team

Proposal Evaluation

All responsive proposals received by the deadline will be evaluated by an evaluation team at OTSS/DVS. Proposals will be scored based on the first two criteria listed below to determine respondents who will be interviewed.

The total number of points awarded per position will be calculated for each position description and weighted for the percent basis listed below, then converted to a 100 point basis, for the final score.

The factors and weighting on which proposal will be judged are:

- | | |
|--|-----|
| 1. Capabilities of individual based on experience and background on similar projects. | 30% |
| 2. Relevance of References – this will be equally weighted based on quality, relevance and the work recommendation from the reference for the person evaluated | 5% |
| 3. Results of interviews with representatives of OTSS’ evaluation team | 35% |
| 4. Price (sealed cost proposal) | 30% |

General Requirements

Affidavit of Noncollusion

Each responder must complete the attached Affidavit of Noncollusion and include it with the response.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential contract award. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the

State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this SOW, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Organizational Conflicts of Interest

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

Nonvisual Access Standards

Nonvisual access standards require:

- 1) The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- 2) That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- 3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- 4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by e-mail at mmd.help.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Human Rights Requirements

For all contracts estimated to be in excess of \$100,000, responders are required to complete the attached Affirmative Action Data page and return it with the response. As required by Minn. R. 5000.3600, "It is hereby agreed between the parties that Minn. Stat. § 363A.36 and Minn. R.5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minn. Stat. § 363A.36 and Minn. R.5000.3400 - 5000.3600 are available upon request from the contracting agency."

Certification Regarding Lobbying

Federal money will be used or may potentially be used to pay for all or part of the work under the contract, therefore the Proposer must complete the attached **Certification Regarding Lobbying** and submit it as part of its proposal.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion.

Federal money will be used or may potentially be used to pay for all or part of the work under the contract, therefore the Proposer must certify the following, as required by the regulations implementing Executive Order 12549.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9,

- subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs
 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Liability

The liability language for this contract work order will be the following:

The Contractor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this contract by the Contractor or the Contractor's agents or employees. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligations under this contract.

Sample Work Order

A sample Contract Work Order is attached to this SOW for your reference.

**STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the State of Minnesota _____ Statement of Work has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Statement of Work, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals;
4. That I am fully informed regarding the accuracy of the statements made in this affidavit; and
5. That neither I, nor any member or agent of this company or corporation, have or will contact other companies regarding participation in this reverse auction.

Responder's Firm

Name: _____

Authorized Signature: _____

Date: _____

Subscribed and sworn to me this _____ day of _____

Notary Public

My commission expires: _____

STATE OF MINNESOTA
LOCATION OF SERVICE DISCLOSURE AND CERTIFICATION

LOCATION OF SERVICE DISCLOSURE

Check all that apply:

- ☐ The services to be performed under the anticipated contract as specified in our proposal will be performed ENTIRELY within the State of Minnesota.
- ☐ The services to be performed under the anticipated contract as specified in our proposal entail work ENTIRELY within another state within the United States.
- ☐ The services to be performed under the anticipated contract as specified in our proposal will be performed in part within Minnesota and in part within another state within the United States.
- ☐ The services to be performed under the anticipated contract as specified in our proposal DO involve work outside the United States. Below (or attached) is a description of
 - (1) the identity of the company (identify if subcontractor) performing services outside the United States;
 - (2) the location where services under the contract will be performed; and
 - (3) the percentage of work (in dollars) as compared to the whole that will be conducted in each identified foreign location.

CERTIFICATION

By signing this statement, I certify that the information provided above is accurate and that the location where services have been indicated to be performed will not change during the course of the contract without prior, written approval from the State of Minnesota.

Name of Company:

Authorized Signature:

Printed Name:

Title:

Date: _____ Telephone Number: _____

State Of Minnesota – Affirmative Action Certification

If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. **It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification**

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.

Your response will be rejected unless your business:

has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)

—or—

has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- ☐ We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- ☐ We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____ (date). [If the date is the same as the response due date, indicate the time your plan was received: _____ (time). **Proceed to BOX C.**
- ☐ We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B – For those companies not described in BOX A

Check below.

- ☐ We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: _____

Date: _____

Authorized Signature: _____

Telephone number: _____

Printed Name: _____

Title: _____

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services Section

Mail:	190 East 5 th St., Suite 700 St. Paul, MN 55101	TC	(651) 296-	Toll	800-657-
		Metro:	5663	Free:	3704
Web:	www.humanrights.state.mn.us	Fax:	(651) 296- 9042	TTY:	(651) 296- 1283
Email:	employerinfo@therightsplace.net				

CERTIFICATION REGARDING LOBBYING
For State of Minnesota Contracts and Grants over \$100,000

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Official Signing for Organization

By: _____
Signature of Official

Date

Sample
STATE OF MINNESOTA
IT Professional Services Master Contract Work Order

This work order is between the State of Minnesota, acting through its _____ ("State") and _____ ("Contractor"). This work order is issued under the authority of Master Contract T-Number 502TS, CFMS Number _____, and is subject to all provisions of the master contract which is incorporated by reference.

Recitals

1. Under Minn. Stat. § 15.061 [INSERT ADDITIONAL STATUTORY AUTHORIZATION IF NECESSARY.] the State is empowered to engage such assistance as deemed necessary.
2. The State is in need of [ADD BRIEF NARRATIVE OF THE PURPOSE OF THE CONTRACT].
3. The Contractor represents that it is duly qualified and agrees to perform all services described in this work order to the satisfaction of the State.

Work Order

1 Term of Work Order

- 1.1** *Effective date:* _____, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.

[The Contractor must not begin work under this work order until it is fully executed and the Contractor has been notified by the State's Authorized Representative to begin the work.]

- 1.2** *Expiration date:* _____, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Contractor's Duties

The Contractor, who is not a state employee, will: _____/[Thorough Description of Tasks/Duties/]

3 Consideration and Payment

- 3.1** *Consideration.* The State will pay for all services performed by the Contractor under this work order as follows:

A. *Compensation.* The Contractor will be paid as follows:

[For projects, list out each deliverable and amount to be paid for each deliverable. Only if a specific deliverable cannot be defined, insert an hourly rate.]

B. *Travel Expenses.* Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Contractor as a result of this work order will not exceed \$_____.

C. *Total Obligation.* The total obligation of the State for all compensation and reimbursements to the Contractor under this work order will not exceed \$_____.

- 3.2** *Invoices.* The State will promptly pay the Contractor after the Contractor presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:_____

4 Liability

The Contractor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this contract by the Contractor or the Contractor's agents or employees. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligations under this contract.

5 Foreign Outsourcing

Contractor agrees that the disclosures and certifications made in its Location of Service Disclosure and Certification Form submitted with its proposal are true, accurate and incorporated into this work order contract by reference.

6 Authorized Representatives

The State's Authorized Representative is _____. The State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Contractor's Authorized Representative is _____. If the Contractor's Authorized Representative changes at any time during this work order, the Authorized Representative must immediately notify the State.

[Signatures as required by the state]

Minnesota Department of Public Safety's Security Architecture

Minnesota Department of Public Safety divisions and their vendors should be aware of the department's security architecture when designing and/or implementing applications or installing network devices on departmental resources.

Web Based Applications and/or Servers

Web Based Applications should be based upon Microsoft Internet Information Server unless there is compelling business needs to use some other Web Server environment.

Web Based Servers will be installed on a separate and isolated Ethernet network segment behind a departmental firewall.

The departmental network is TCP/IP based. The department does not support IPX and/or SPX traffic.

As the default profile of the firewall is to deny all incoming and outgoing traffic, DPS divisions and/or their vendors must provide all source and destination addresses, port numbers, and protocols required for network communications. In addition, they must provide a written business need for the network communications.

Database Applications and/or Servers

Database Applications should be based upon Microsoft SQL Server unless there are business needs to use some other Database Server environment.

Database Servers will be installed on a separate and isolated Ethernet network segment behind a departmental firewall.

The departmental network is TCP/IP based. The department does not support IPX and/or SPX traffic.

As the default profile of the firewall is to deny all incoming and outgoing traffic, DPS divisions and/or their vendors must provide all source and destination addresses, port numbers, and protocols required for network communications. In addition, they must provide a written business need for the network communications.

Email Based Applications and/or Servers

DPS divisions and/or their vendors are encouraged to use the department's email system where appropriate.

Email Based Applications should be based upon Microsoft Exchange Server unless there is compelling business needs to use some other Web Server environment. Email Servers will be installed on a separate and isolated Ethernet network segment behind a departmental firewall.

The departmental network is TCP/IP based. The department does not support IPX and/or SPX traffic.

As the default profile of the firewall is to deny all incoming and outgoing traffic, DPS divisions and/or their vendors must provide all source and destination addresses, port numbers, and protocols required for network communications. In addition, they must provide a written business need for the network communications.

Applications and/or Application Servers

DPS divisions and/or their vendors will need to discuss with the departmental Security Manager as to the appropriate placement of applications and application servers.

Data Privacy

Since some departmental data is classified as private, this type of data must be protected during transport across public networks and possibly in storage. The department has implemented Virtual Private Network (VPN) technology to aid in the transport of private data.

Contact the departmental Security Manager for discussions on the use of this technology.

Vendor Remote Access

Remote vendor access for technical support will occur when there is a valid business need, through a secured and monitored VPN. If persistent access is required, the VPN will use two-factor authentication. If one time access is required, VPN access may be granted using a strong password. This remote VPN access shall be limited by the firewall and/or VPN server to the specific protocols, ports, and servers needed.

Vendor staff may be required to undergo a background criminal history check in accordance with DPS Policy #5100 Information Resources Security and Acceptable Use.

(THE REMAINING PORTION OF THIS PAGE WAS INTENTIONALLY LEFT BLANK)